



INTRODUCING LOUISVILLE METRO GOVERNMENT'S NEW ON-LINE APPLICATION SYSTEM

Candidates can now apply on-line for posted positions on our new website – www.louisvilleky.gov.

Log onto the website and look for employment opportunities. Once you identify a position that you are interested in, you may apply on-line. You will answer questions concerning your experience, background, education and/or certifications.

If you don't have an e-mail address, you can create one by clicking on the link provided. You may choose between a free Yahoo or Hotmail address with password protection.

Candidates will receive notifications through their e-mail address. Notifications may include application acknowledgement, test and/or interview scheduling.

It is the responsibility of the candidate to frequently check his/her e-mail. This will keep him/her from missing important information or test/interview scheduling.

IMPORTANT! Since this is our primary means of communication, it's imperative that you keep an updated e-mail on file.

BENEFITS OF ON-LINE APPLICATIONS AND/OR RESUMES

- Quicker response time.
- Scheduling interviews and other forms of notification will be communicated through your e-mail address, eliminating wait time for mail delivery.
- Responses to completed questionnaires are saved and can be edited and submitted for other positions as they are posted.
- Once your information is on-line, it will be easier to apply for other positions in Metro Government.
- Resumes are saved and may be updated at any time.

QUESTIONS & ANSWERS

Can I submit an application in paper form?

Submitting paper applications will delay the processing of your application. On-line applications will be forwarded to the hiring departments more promptly.

How can I apply on-line when I don't have access to a computer?

Please see the list of agencies with computer and internet availability which

follow. These agencies will assist if you are unfamiliar with the internet.

Once I submit an application, will it be applied to any similar position that comes open?

No. Your application will be saved, but you must submit an application each time you want to apply for a position with Louisville Metro Government.

Who will respond to my application?

Receipt of your application will be acknowledged by e-mail. You may be contacted through your e-mail address by a Human Resource Analyst with questions concerning your education or work experience. The testing division may schedule you for testing. The hiring department may contact you for an interview.

Will applying on-line speed up the hiring process?

Yes! On-line submission will eliminate a great deal of paperwork. Communication through e-mail will eliminate our reliance on mail delivery.

How can I find out about future job openings?

You may still call our Job Line at 574-JOBS (5627) or visit our website at www.louisvilleky.gov.

ON LINE APPLICATION RESOURCES

CAREER RESOURCES INC

Bullitt County

445 Highway 44, Suite 12
Shepherdsville KY
(502) 955-9131
Monday–Thursday (8:30 AM – 6 PM)
Friday (8:30 AM – 12:30 PM)

JCC Shelbyville

1361 Frankfort Road
Shelbyville KY
(502) 633-5572
Wed (9 AM – 6 PM)
Thurs (9 AM – 5 PM)

JCC Southwest

1000 Community College Road
(502) 213-7376
Monday (9 AM – 5 PM)
Tuesday (9 AM – 6 PM)

Metropolitan College

200 W Broadway – 9th Floor
(502) 213-4520
Monday–Thursday (8:30 AM – 6 PM)
Friday (8:30 AM – 12:30 PM)

NIA Center

2900 West Broadway
(502) 574-4100
Monday–Thursday (8:30 AM – 6 PM)
Friday 8:30 AM – 12:30 PM

Riverport

6900 Riverport Drive
(502) 933-3045
Monday–Thursday (8:30 AM – 6 PM)
Friday (8:30 AM – 12:30 PM)

STATE EMPLOYMENT SERVICES

6201 Preston Highway
(502) 595-4188
Monday-Tuesday (7:30 AM – 6:00 PM)
Wednesday-Thurs (7:30 AM – 4:30 PM)
Friday (7:30 AM – 12 Noon)

600 W Cedar Street
(502) 595-4762
Monday–Thursday (8:30 AM – 6 PM)
Friday 8:30 AM – 12:30 PM

LIBRARIES

Bon Air

2816 Del Rio Place

Crescent Hill

2762 Frankfort Avenue

Fairdale

19616 West Manslick Road

Fern Creek

6768 Bardstown Road

Highlands/Shelby Park

1250 Bardstown Road

Iroquois

601 West Woodlawn

Jeffersontown

10635 Watterson Trail

Louisville Main

301 York Street

Middletown

200 North Juneau Drive

Okolona

7709 Preston Highway

Portland

3305 Northwestern Parkway

St. Matthews

3940 Grandview Drive

Shawnee

3912 West Broadway

Shively

3920 Dixie Highway

Southwest

10375 Dixie Highway

Western

604 South 10th Street

Westport

8100 Westport Road

NEIGHBORHOOD PLACE

Liberty High School Satellite Site

3307 East Indian Trail

L&N Building Satellite Site

908 West Broadway

Northwest (Shawnee High School)

4018 West Market Street

Neighborhood Place South Central

4255 Hazelwood Avenue

Ujima (DuValle Education Center)

3610 Bohne Avenue

Newburg Family Health Clinic

4810 Exeter Avenue

South Jefferson

1000 Neighborhood Place